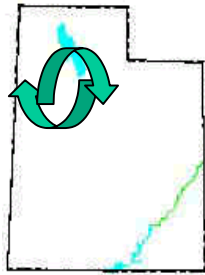


**STATE OF UTAH  
DEPARTMENT OF ADMINISTRATIVE SERVICES**

**DIVISION OF FLEET & SURPLUS SERVICES**

**UTAH STATE AGENCY FOR SURPLUS PROPERTY**



**STATE SURPLUS PROPERTY PROGRAM**



**Publish Date:  
September 3, 2002**

## **Introduction**

This operating plan sets forth policies and procedures, which govern the disposition of the state surplus program. It applies to all state agencies unless specifically exempted by law.

When USASP policies are determined to be in conflict with other state or federal laws or rules, the state or federal laws, rules or regulations shall prevail.

## **Authority**

Under the provisions of Title 63A, Chapter 9 Part 8, the Utah State Agency for Surplus Property (USASP) within the Division of Fleet Operations, under the Department of Administrative Services is responsible for operating a state, a federal and a law-enforcement surplus property program. The standards and procedures governing the operation of these three programs are found in separate Plans of Operation, one for State surplus property and a second for DLA/LESO and a third for Federal surplus property, the two latter being a contract between the state and federal government.

## **Revisions**

September 2002	Complete update to incorporate changes in Surplus Rates, Payback schedule, Conflict-of- Interest policy and employee purchasing rules.
----------------	--

## **Synopsis of Laws and Rules**

1. The State of Utah defines surplus personal property as any tangible supplies, materials, or equipment for which the state has acquired ownership by any lawful means and which is no longer needed/required by the using agency. Surplus personal property does not mean “Real Property”.
2. All state agencies are required to dispose of surplus property through the state surplus process, unless specifically exempted by law.
3. State agencies are prohibited from transferring of surplus property from one agency to another agency without written authorization from USASP.
4. The state surplus property program shall establish rules and operating procedures that meet the intent and requirements of Utah code: 63A-9-801 through - 809 (Utah Code; 63A-9-801(2)(a)).  
Section 1: Table of Contents  
Section 2: USASP Procedures  
Attachment A: Organization Chart
5. USASP will dispose of state surplus property by those means established by division procedures pursuant to legislative requirements (reference Utah Code: 63A-9-803).
6. USASP may assess charges and fees for surplus handling, warehousing, disposal and supporting management processes, as approved by the rate committee (reference Utah Code; 63A-9-807).
7. Privatization for sale/auction of state surplus vehicles and heavy equipment will be pursued under the guidelines of Utah Code: 63-55a-3.b.

# **Utah State Agency for Surplus Property**

## **Section 1**

### **TABLE OF CONTENTS**

<b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b>  <b>POLICIES AND PROCEDURES</b>	Ref:	Page
	SP-01-01.00	1 of 2
	Effective Date:	Revision Date: September 3, 2002
Subject: TABLE OF CONTENTS		

<b><u>REFERENCE</u></b>	<b><u>DESCRIPTION</u></b>
SP-01-01.00	TABLE OF CONTENTS
SP-01-02.00	GLOSSARY OF TERMS
SP-02-01.00	PURPOSE AND AUTHORITY
SP-03-01.00	DISPOSING OF SURPLUS PROPERTY BY STATE AGENCIES
SP-03-02.00	DECLARING SURPLUS PROPERTY/COMPLETING FORM SP-1
SP-03-02 Attachment	SAMPLE OF STANDARD FORM SP-1
SP-04-01.00	TRANSFER OF SURPLUS PROPERTY TO OTHER AGENCIES
SP-05-01.00	TRADE-IN OF SURPLUS PROPERTY ON NEW PURCHASES
SP-06-01.00	DISPOSAL OF DAMAGED OR SCRAP PROPERTY
SP-07-01.00	CANNIBALIZATION OF SURPLUS PROPERTY
SP-09-01.00	ON-SITE DISPOSAL OF STATE SURPLUS PROPERTY
SP-10-01.00	ACQUIRING STATE SURPLUS PROPERTY

<b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b>  <b>POLICIES AND PROCEDURES</b>	Ref:  SP-01-01.00	Page  2 of 2
	Effective Date:	Revision Date: September 3, 2002
Subject: TABLE OF CONTENTS		

**REFERENCE**

**DESCRIPTION**

SP-10-01.01	TERMS OF SALE
SP-10-02.00	SURPLUS PROPERTY HOLD POLICY
SP-10-03.00	THE WANT LIST (STANDARD FORM SP-2)
SP-10-04.00	RELATED PARTY SALES
SP-11-01.00	PAYBACKS TO SELLING AGENCIES
SP-11-01.01	RATE STRUCTURE
SP-12-01.00	PROCESSING SPECIAL CLASS SURPLUS PROPERTY
SP-12-02.00	DISPOSAL OF SURPLUS COMPUTERS/INFORMATION TECHNOLOGY EQUIPMENT
SP-12-03.00	DISPOSAL OF FIREARMS
SP-12-04.00	DISPOSAL OF HAZARDOUS WASTE
SP-12-05.00	OUTSOURCING OF STATE VEHICLES
SP-12-06-00	AGENCY PERSONNEL GUIDELINES

# **Utah State Agency for Surplus Property**

## **Section 2**

### **Procedures**

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-01-02.00	1 of 2
	Effective Date:	Revision Date: September 3, 2002
Subject: GLOSSARY OF TERMS		

**TERM**

**DEFINITION**

Authorized Agent:	A Department/Division Head or a person authorized to act for and on behalf of a Department/Division Head for the purpose of surplus agency property.
Consideration:	This is synonymous with Value. Consideration does not necessarily have to be in the form of currency.
Current Value:	The estimated current value of surplus property.
Damaged or Scrap/Salvage Property:	Property that has no reasonable prospect of being sold except for the value of its basic material content.
Excess/Surplus:	Property that is no longer useful for the purpose for which it was acquired.
Inter-Agency Transfer (IAT):	A financial form used by state government agencies to transfer funds from one account to another within FINET.
Low Value Property:	Individual items of state owned surplus personal property having a market value of less than \$25.00.
Personal Property:	All property which, due to its nature or physical characteristics, is not included within the scope or definition of real property. Personal property is transportable and usually has a limited useful life compared to real property.



Property Officer:

One assigned the responsibility for surplus property actions within a department, board, division, bureau, commission, or other budget unit of the state organization by whom he/she is employed. Usually the agency head.

<b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b>  <b>POLICIES AND PROCEDURES</b>	Ref:	Page
	SP-01-02.00	2 of 2
	Effective Date:	Revision Date: September 3, 2002
Subject: GLOSSARY OF TERMS		

**TERM**

**DEFINITION**

Real Property:

Land, buildings, structures, right-of-ways, fences, sidewalks, water and sewage systems, irrigation and drainage systems, easements and other fixtures or appliances when permanently incorporated in or attached to buildings and structures.

Related Party:

Any party to a surplus property disposition or acquisition which through related employment, blood relationship, insider information, purchasing or disposition authority, or any other relationship which may result in a lack of independence regarding a surplus transaction.

Salvage:

Property that, because of its worn, damaged, deteriorated, incomplete condition, or specialized nature has no reasonable prospect of sale or use as designed, but has some value in excess of its basic material content.

USASP:

Agency for Surplus Property. This term is synonymous with the Agency for Surplus Property.

Value:

When money changes hands there is value involved. However, value could also constitute an exchange of services and/or property. This is synonymous with consideration.

Transfer:

Transfer means transfer of surplus property to another agency without cash consideration. USASP fee's are not considered cash consideration.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;"><b>POLICIES AND PROCEDURES</b></p>	Ref:	Page
	SP-02-01.00	1 of 1
	Effective Date:	Revision Date: September 3, 2002
Subject: PURPOSE AND AUTHORITY		

## **I. PURPOSE**

This manual sets forth policies and procedures governing the acquisition, disposition or transfer of all state-owned surplus personal property. It applies to all state agencies within the State of Utah and may apply to local public agencies, eligible non-profit educational and health institutions and the general public within the State of Utah.

## **II. BACKGROUND**

Under the provisions of Utah Code Title 63A, Chapter 9, Part 8, the State Agency for Surplus Property (also identified as the Utah State Agency for Surplus Property or USASP), within the Division of Fleet Operations in the Department of Administrative Services, is responsible for the operation of a combined state and federal surplus property program. This manual provides policy and procedural guidance for processing state surplus (excess) property. Policies and procedures governing Federal Surplus Personal Property, and DLA/Law Enforcement Surplus property are set forth in a separate State Plan of Operation.

## **III. POLICY**

All state agencies, unless specifically exempted by law, shall dispose of all state owned surplus (excess) personal property of all types in accordance with the policies and procedures set forth in this manual.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-03-01.00	1 of 3
	Effective Date:	Revision Date: September 3, 2002
Subject: DISPOSING OF SURPLUS PROPERTY BY STATE AGENCIES		

## **I. PURPOSE**

To prescribe procedures for declaring surplus and state owned personal property of any type.

## **II. BACKGROUND**

In order to properly account for the disposal of state owned surplus property, USASP must maintain records of all surplus transactions. Key to accurate and complete records starts with the form SP-1. The SP-1 form needs to be complete and property described accurately including model number and serial numbers where applicable.

## **III. POLICY AND PROCEDURES**

### **A. Declaring Property Surplus**

When a department, division, bureau or any other agency of state government determines that personal property is surplus or access to current needs, a declaration will be made using standard Form SP-1 (Declaration of Surplus Property). It must be filled out and signed by the agency head before it can be executed (see SP-03-01.01). Vehicle titles must accompany the property, with the transfer section unsigned (titles become negotiable once signed). Odometer Statements must also be turned in with any vehicles and be properly completed and signed by the owning agency surplus officer. Vehicle license plates, state seals and police lights (if applicable) must be removed and

processed by the selling/user agency. For more information on completing standard form SP-1, refer to procedure SP03-02.01.

State owned property shall not be destroyed, sold, traded-in, transferred, discarded, or otherwise disposed of without first submitting a completed SP-1 and receiving authorization from the USASP.

<b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b>  POLICIES AND PROCEDURES	Ref:  SP-03-01.00	Page  2 of 3
	Effective Date: *	Revision Date: September 3, 2002
Subject: DISPOSING OF SURPLUS PROPERTY BY STATE AGENCIES		

### III. POLICY AND PROCEDURES

#### B. Transporting Surplus Property

Property delivered by the owning agencies will assist the USASP in keeping operating costs and therefore user fees as low as possible. The USASP will pick up surplus property when a properly completed form SP-1 is submitted with reasonable advance notice, however a service fee may be charged for this service. The owner agency should assist with handling and loading the property. Additional costs incurred for special handling equipment or purchased labor will be paid by the owning agency.

The USASP will not accept any type of surplus property without a completed for SP-1. Owning agencies should give the USASP at least 24 hours advance notice prior to delivering any surplus personal property.

#### C. Sale of Surplus Property

Once the USASP has received a properly completed form SP-1, the information will be evaluated and the most timely and cost-effective method of disposal will be employed. The owner's agency will then be contacted (if necessary) concerning the next step(s) in the disposal process. For rapid inventory turnover, expedient payback of funds, and minimum handling and storage costs, the USASP will attempt to sell surplus property for up to 30-days off the sales floor or lot, surplus management discretion. If the property has not sold with 30-days, other sales methods, such as auction and sealed bid offerings, may be employed. If the owners' agency has a preferred sales method, this should be specified on the form SP-1. A desired or minimum acceptable selling price may also be specified. The property will be sold for the optimum price obtainable whatever method of sale is utilized by the USASP.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-03-01.00	3 of 3
	Effective Date: *	Revision Date: September 3, 2002
Subject: DISPOSING OF SURPLUS PROPERTY BY STATE AGENCIES		

### **III. POLICY AND PROCEDURES**

#### **D. Revoking a Form SP-1**

Agencies wishing to withdraw property declared surplus or in any way revoke a form SP-1 in process must make their request in writing, addressed to the Manager of the USASP with explanation and justification included. The USASP may assess charges for any transportation, handling and processing expenses incurred in processing the return of surplus property.

NOTE: Once surplus property has been sold, a payback will be made to the owning agency (see the section entitled "PAYBACKS TO SELLING AGENCIES"). The owning agency is responsible for tracking and providing surplus documentation to their accounting agent, where asset(s) may need to be deleted from the state fixed asset, inventory or other applicable systems. For accounting practices, refer to the State of Utah Accounting Policies and Procedures Manual.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:  SP-03-02.00	Page  1 of 4
	Effective Date:	Revision Date: September 3, 2002
Subject: DECLARING SURPLUS PROPERTY ON STANDARD FORM SP-1		

## **I. PURPOSE**

To define the policy and proper procedures for declaring surplus property on the Standard form SP-1.

## **II. BACKGROUND**

The Agency for Surplus Property (USASP) must maintain detailed audit files of all surplus transactions. Therefore, uniform declaration procedures must be set forth and followed by all state agencies. Proper and timely completion and submission of standard form SP-1 is the foundation of all surplus audit information.

## **III. POLICY**

State owned property shall not be destroyed, sold, traded-in, transferred, discarded, or otherwise disposed of without first submitting a completed SP-1 and receiving authorization from the USASP.

A standard form SP-1 must be properly completed and signed by the agency head (or authorized agent per SP-03-01) **before** any surplus (excess) property can be delivered or picked up by the USASP. This policy prescribes the minimum information required in order to begin the surplus process. The SP-1 form needs to have property described accurately, including model number and serial numbers where applicable.

Once a properly completed form SP-1 has been received, the USASP will evaluate the circumstances and contact the owning/user agency as to what action will be taken for that property; i.e., property to be delivered to Surplus Property, the USASP will pick up the property, etc. No action should be taken prior to submitting a form SP-1 to and receiving authorization and instructions as to the disposition of the property from the USASP.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:  SP-03-02.00	Page  2 of 4
	Effective Date:	Revision Date: September 3, 2002
Subject: COMPLETION OF STANDARD FORM SP-1		

#### IV. PROCEDURES

The following fields must be completed on form SP-1 before the USASP can accept any surplus property or authorize any type of surplus transaction.

1. The **DEPARTMENT NAME**. Abbreviations are not adequate.
2. The **ORGANIZATION NAME** (i.e. the Division or Bureau within the Department.) Again, abbreviations are not adequate.
3. The full **ADDRESS WHERE THE PROPERTY MAY BE INSPECTED**.
4. The name of a **CONTACT PERSON** who would be available to show and provide further information concerning the surplus property, and his/her **PHONE NUMBER**.
5. The name of the **PERSON preparing the form SP-1 and PHONE NUMBER**.
6. The **DATE** the form is submitted to the USASP.
7. The **DEPARTMENTAL reference number** is optional. However, this sequential number can be a very useful tracking reference. The Department number can be obtained from the agency Budget and Accounting Officer.
8. The **FIVE-FIELD CODING BLOCK** (i.e. the Org., Acct., Task, Opt., and Activity) must have a minimum of the ORG. and ACCT. number listed. The Task, Option and Activity are optional. The agency Budget and Accounting Officer should be consulted for this information as this coding is needed by the USASP to pay each applicable agency back for any surplus property sales it may be due (after the USASP service and handling fee).

9. The **AGENCY DIRECTOR OR AUTHORIZED AGENT signature and phone number**. This signature authorizes USASP to handle the transaction(s) in accordance with the policies and procedures set forth in this manual.

<b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b>  <b>POLICIES AND PROCEDURES</b>	Ref:  SP-03-02.00	Page  3 of 4
	Effective Date: *	Revision Date: September 3, 2002
Subject: COMPLETION OF STANDARD FORM SP-1		

#### IV. PROCEDURES

10. The **ITEM NUMBER**. One line item (indicated by a sequential number) should be used for like (similar items.)
11. The **QUANTITY** of like items listed on the particular line as described in #10 above. The **UNIT** includes “each, box, package, or other unit description”.
12. The **DESCRIPTION** of the item(s). The correct nomenclature and any serial, model, asset number or other identification numbers should be included. Include a general statement as to the condition of the item(s) (i.e. excellent, good, fair, poor, damaged, scrap, missing parts, etc.). **Any known defects or enhancements should be clearly specified.**

NOTE: If declaring rolling stock (i.e. motor vehicles, road maintenance or heavy equipment, materials handling equipment, etc.) surplus, include the following information on the form SP-1 or in an attached memorandum.

1. The year, make and model.
2. Body style, load rating, seats or passenger capacity, number of cylinders, number of drive wheels (2 X 4 or 4 X 4).
3. Serial, license and owning agency identification (inventory) numbers.
4. Vehicle options (i.e. power steering and brakes, air conditioning, AM/FM radio and/or stereo, cassette, etc.)
5. Accurate mileage or hours used.
6. A clear, descriptive statement of condition. Include any known mechanical deficiencies.



<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-03-02.00	4 of 4
	Effective Date:	Revision Date: September 3, 2002
Subject: COMPLETION OF STANDARD FORM SP-1		

#### IV. PROCEDURES

13. Estimate the **CURRENT VALUE**. The USASP wants the owning agency's input on pricing, so a suggested selling price is welcomed. If the desired price is not obtained within 45 days, the property will be sold in an auction or sealed bid for the best price obtainable unless clearly specified otherwise in the remarks or recommended action section or in an attached memoranda.
14. **REMARKS OR RECOMMENDED ACTION**. For any information or recommendations, a memorandum with more details may be attached.

Suggested selling price or minimum acceptable price should be listed, or the USASP will set the price.

If you have a recommended purchaser, list the name, phone number and any other applicable information or recommended action. If the recommended purchaser is an employee of the owning agency, a relative of the employee or a "related party" in any other way, all applicable information must be disclosed in writing.

If you are recommending property abandonment or destruction, describe it on the form SP-1 and forward it to the USASP before taking any action. The USASP will evaluate the request and contact the user agency for further action.

When submitting the standard form SP-1, the user agency should retain the goldenrod copy.

SP-1 forms are available from either Central Stores or from the USASP web page (<http://fleet.state.ut.us/usasp/state.htm>) A sample follows.



# Utah State Agency for Surplus Property

447 West 13800 South, Draper, UT 84020, P.O. Box 141152, SLC, UT 84141-1152  
(801) 619-7200 (801) 619-7229 fax

Form SP-1  
Revised 04/01

SP-1 Number	State Surplus Use Only
----------------	------------------------

Department: \_\_\_\_\_ Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Division: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Property Location Address: \_\_\_\_\_  
 \* DASID: \_\_\_\_\_ Object/Rev: \_\_\_\_\_  
 \* Accountant Signature: \_\_\_\_\_

\* Name/Title /Phone Division Head or Authorized Agent

\* Signature of Division Head or Authorized Agent

Ln#	Qty	Description	Serial Number	Estimated Current Value	Trade in Value	Condition/ Specification	Special Handling Cost	Asset #/Remarks
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

\* mandatory

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:  SP-03-04.00	Page  1 of 2
	Effective Date:	Revision Date: September 3, 2002
Subject: TRANSFER OF SURPLUS PROPERTY TO OTHER AGENCIES		

## **I. PURPOSE**

To establish and define the policy and procedures for transferring surplus (excess) property between state agencies.

## **II. BACKGROUND**

Occasionally, agencies find it cost effective and/or beneficial to transfer surplus state property to another state agency. Such transfers may be made with or without value or consideration. USASP fees are not considered to be value or consideration.

## **III. POLICY**

When it is determined by the owners' agency and the Agency for Surplus Property (USASP) that the direct transfer of property from one agency to another is in the best interest of the state, this method of disposition may be authorized. This type of transaction also requires that the owners' agency use form SP-1.

State owned information technology equipment may be transferred, upon prior approval by USASP, directly to public institutions, such as schools and libraries. However, a formal request letter from the receiving agency must accompany the SP-1 upon submittal to USASP. The transfer may be denied if the requesting institutions have received similar/prior transfers from the same or other agencies within a two-year period.

## **IV. PROCEDURES**

The requested transfer will be effected with form SP-1 and supporting documentation if required. The owning agency may establish a recommended current market value (price) for the property to be transferred, complete the form SP-1 and submit it to the USASP prior to taking any action. The USASP will evaluate the request and contact the owning agency with further instructions. When consideration (value) is involved, the purchasing agency will be required by the USASP to sign a billing invoice and provide the Org., Acct., Task, Option and Activity from which the funds will be collected. The purchasing agency will then present a signed copy of a billing invoice to the selling agency which will then release custody of the asset. Custody of the asset should not be released until the signed, approved invoice is presented. The USASP will bill the agency receiving the property and remit to the selling agency (through the normal course of business) any funds it may be due.

<p align="center"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p align="center">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-03-04.00	2 of 2
	Effective Date:	Revision Date: September 3, 2002
Subject: TRANSFER OF SURPLUS PROPERTY TO OTHER AGENCIES		

#### **IV. PROCEDURES**

All funds for all surplus transactions must flow through the USASP. When no value is involved, the form SP-1 should so specify. The USASP will evaluate the request and contact the owning agency.

NOTE: For accounting practices, refer to the State of Utah Accounting Policies and Procedures Manual.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-05-01.00	1 of 1
	Effective Date:	Revision Date: September 3, 2002
Subject: TRADE-IN OF SURPLUS PROPERTY ON NEW PURCHASES		

## **I. PURPOSE**

To establish and define the policy for trade-in of surplus (excess) property towards new purchases. Trade-in may include services and/or hardware.

## **II. BACKGROUND**

State Agencies may find it beneficial to trade-in certain items of property when purchasing new ones. This may, in some cases, provide agencies with greater benefits than the outright sale of the property.

## **III. POLICY**

Trade-in of excess property may be approved when it is determined on form SP-1 (and attached memoranda) to be of greater benefit to the state than other methods of disposition.

## **IV. PROCEDURES**

Complete the standard form SP-1 and forward it to the Agency for Surplus Property (USASP) prior to taking any action. The requested trade-in must be clearly documented with justification that this is the best method of disposal. Include a description of the property being traded for, its cost, the value to be allowed for the surplus property and the vendor/individual name and phone number offering the replacement property. The USASP will evaluate the request and contact the agency with authorization and/or further instructions.

NOTE: For accounting practices, refer to the State of Utah Accounting Policies and Procedures Manual.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:  SP-06-01.00	Page  1 of 1
	Effective Date:	Revision Date: September 3, 2002
Subject: DISPOSAL OF DAMAGED OR SCRAP PROPERTY		

## **I. PURPOSE**

To establish and define the policy and procedures for disposal of damaged or scrap surplus (excess) property.

## **II. BACKGROUND**

State property that is worn-out, damaged, disassembled or in poor condition may be considered scrap (i.e. scrap steel, wood, etc.). The property may be in such poor condition as to be of no further functional value. Such property may be considered for recycling, sale as scrap or for abandonment and destruction.

## **III. POLICY AND PROCEDURES**

In the case of damaged, unusable, or scrap property, the owning agency will submit form SP-1 to the Agency for Surplus Property (USASP) listing the items of property involved including a detailed statement of condition, quantity, etc.

If it is determined that some reasonable value can be obtained, the USASP will coordinate with the owning agency the sale as scrap.

If it is determined that there is no value either for salvage or spare parts, authorization may be given for abandonment or destruction. Form SP-3 will be used for this purpose, and the USASP will coordinate this action with the owning agency. No action should be taken by the owning agency until a completed form SP-1 is submitted and USASP approval/direction is provided.

Form SP-3 is generated only by the USASP when preceded by a qualifying form SP-1.

NOTE: For accounting practices, refer to the State of Utah Accounting Policies and Procedures Manual.

<p align="center"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p align="center"><b>POLICIES AND PROCEDURES</b></p>	Ref:	Page
	SP-07-01.00	1 of 1
	Effective Date:	Revision Date: September 3, 2002
Subject: CANNIBALIZATION OF SURPLUS PROPERTY		

## **I. PURPOSE**

To define and establish policy and procedures for cannibalization (alternate use) of surplus property by removal of parts for use on other property or for its maintenance and/or enhancement.

## **II. BACKGROUND**

This form of disposal is authorized when state owned personal property is no longer being used for the purpose(s) intended when the property was acquired or when a Department/Division determines that the item(s) should be cannibalized to keep other like item(s) in repair or functioning. Examples of items appropriate for cannibalization include equipment, computers, copy machines, engines, etc.

## **III. POLICY AND PROCEDURES**

Departments/Divisions are authorized to cannibalize state owned personal property when it is considered to be in the best interest of the state. Approval by the USASP is not required. However, it is strongly recommended that Department/Division Heads (or authorized agents) approve all requests for Cannibalization. The SP-1 must specify that the property was cannibalized by the agency.

Before cannibalizing property, agencies should consider the cost effectiveness of cannibalizing property when compared with a potential sale of the property in a non-cannibalized form. If it is more cost effective to sell the property, it should be declared surplus on a standard form SP-1 and the USASP will correlate with the owning agency and sell the property.

If property is cannibalized, the residue of the cannibalized property should be declared surplus on form SP-1. If it is determined that the surplus of cannibalized residue is not in the best interest of the state, the USASP may grant authorization to abandon and destroy the property on form SP-3 (see the following subsection for a sample of form SP-3). If this is determined to be the best course of action, the property may then be disposed of as outlined in the section on damaged or scrap property. Otherwise, the property should be turned into the USASP with a properly completed form SP-1.

When declaring cannibalized residue surplus, no action should be taken without prior approval from the USASP.

NOTE: For accounting practices, refer to the State of Utah Accounting Policies and Procedures Manual.



<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-09-01.00	1 of 1
	Effective Date: *	Revision Date: September 3, 2002
Subject: ON-SITE DISPOSAL OF STATE SURPLUS PROPERTY		

## **I. PURPOSE**

To define the policy and procedures for disposing of surplus property on-site.

## **II. BACKGROUND**

In some instances, disposal of surplus property at its in-use location is more cost-effective or appropriate. Some items, because of their nature, size, weight or remote location can be sold or traded on-site to the best advantage. It may be difficult to move or may have a current value less than the cost of transporting it to the Agency for Surplus Property (USASP). Another reason for on-site disposal may be that it is of a high-tech nature and/or may bring a larger return to the state by remaining on-site and in operation for demonstration purposes. Property such as data processing, telecommunications, copying and printing equipment are examples.

## **III. POLICY AND PROCEDURES**

Owning agencies will submit a form SP-1 with all applicable information as previously described when property becomes surplus. Surplus data processing, telecommunications, copier and other high-tech equipment processing is outlined in a subsequent section. If on-site disposal is recommended, it should be specified on the form SP-1. Include any potential purchasers, applicable information, etc.. No action should be taken until the USASP has received the form, performed an evaluation and advised the agency. When the proper disposal action is determined, the funds must flow through the USASP. In all cases, sales tax shall be collected unless an exempt number is noted in the customer file. When property is sold, payment must be made directly to the USASP in the form of: cash, cashiers checks, certified funds or by Inter-Agency-transfer (IAT). The purchaser must present a **“paid”** copy of a sales invoice **before** the owning agency relinquishes custody of any state-owned surplus property.

NOTE: For accounting practices, see the State of Utah Accounting Policies and Procedures Manual.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:  SP-10-01.00	Page  1 of 2
	Effective Date:	Revision Date: September 3, 2002
Subject: ACQUIRING STATE SURPLUS PROPERTY		

## **I. PURPOSE**

To establish the policy and procedures for acquiring state surplus property.

## **II. BACKGROUND**

The Agency for Surplus Property (USASP) was established not only to provide an independent and ethical means for disposal of state surplus property, but also to provide significant tax-dollar savings to state and local government agencies through the reutilization of surplus personal property.

## **III. POLICY**

Surplus state property, except that which is retained for disposal on-site, is offered for sale by USASP. The hours of operation will be established and posted. The USASP is always closed on Federal and State holidays.

Auctions, sealed and spot bid sales will be offered, preceded by appropriate notification.

State surplus property (except for that which is in long supply or abundance) may be held for priority purchase by government agencies in the following priority, for 30 days after receipt (also see the succeeding subsection on "Government Agency Hold Policy").

1. State Agencies which include public schools and libraries.
2. State Universities, Colleges, and Community Colleges.
3. Other tax supported agencies or other political subdivisions of the State of Utah (i.e. cities, towns, counties, local law enforcement agencies, etc.)
4. Other tax supported educational entities.
5. Non-profit health and educational institutions.

Note: After this order of priority (if applicable), state surplus personal property will be offered to the general public for sale.

<p align="center"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p align="center">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-10-01.00	2 of 2
	Effective Date:	Revision Date: September 3, 2002
Subject: ACQUIRING STATE SURPLUS PROPERTY		

#### **IV. PROCEDURES**

When purchasing an item of state surplus property, state agencies must sign a billing invoice and provide the USASP with the billing Org., Acct., Task, Option and Activity. An Inter-Agency-Transfer (IAT) will be generated through the normal course of business. After processing the IAT, a “processed” copy (along with a remittance advice) will be forwarded to the purchasing agency’s accounting section.

Any other type of tax-supported or non-profit health or education institution must bring a hard copy of a purchase order to the USASP and present this to the cashier when signing the billing invoice. Payment terms are net 30 days to all users unless previous arrangements have been made with the Agency Manager.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-10-01.01	1 of 1
	Effective Date:	Revision Date: September 3, 2002
Subject: TERMS OF SALE		

## **I. PURPOSE**

To define the policy for collecting the sales price for surplus property.

## **II. BACKGROUND**

The Agency for Surplus Property (USASP) has a wide variety of customers ranging from government agencies, non-profit health and educational institutions, private businesses and the general public. In order to insure that the full sales price and sales tax (where applicable) is collected, policy and procedures governing proper terms of sale must be established and followed.

## **III. POLICY AND PROCEDURES**

### **A. SALES TO GOVERNMENT AGENCIES AND OTHER NON-PROFIT INSTITUTIONS**

When property is sold to a state agency, custody will not be released until the purchaser has signed an accounts receivable billing invoice listing their FINET coding. For other agencies, a hard copy of a purchase order must be presented to the USASP. An accounts receivable sales invoice will be signed, including the full name and address of purchasing agency and the name and phone number of the representative making the purchase. Payment in full is due within 30 days of the billing date.

### **B. SALES TO BUSINESSES**

Business checks will be accepted on large dollar purchases only if accompanied by a specific bank letter of guarantee which states the amount guaranteed. The only other acceptable form of payment will be cash, approved credit card/debit card, money orders, travelers checks or cashiers checks.

### **C. SALES TO MEMBERS OF THE GENERAL PUBLIC**

The USASP will accept cash, cashiers checks, approved credit/debit card, money orders (made out to the State of Utah), travelers checks, cashiers checks and personal checks, if accompanied by a current valid check protection card and drivers license or other acceptable form of identification. The USASP can also accept personal checks for any amount **if** accompanied by a specific bank letter of guarantee as described above.

**NOTE:** Exceptions to the above policy may only be made by the USASP Manager.

<p align="center"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p align="center"><b>POLICIES AND PROCEDURES</b></p>	Ref:  SP-10-02.00	Page  1 of 2
	Effective Date:	Revision Date: September 3, 2002
Subject: SURPLUS PROPERTY HOLD POLICY		

## **I. PURPOSE**

To establish and define the policy and procedures for holding property priority purchase by government, health and educational agencies and for holding property requested by general public customers.

## **II. BACKGROUND AND POLICY**

### **A. USASP HOLD**

The Agency for Surplus Property (USASP) may hold property for 30 days for sale to government agencies. Generally, 30 day hold property is construed to be unique, in short supply or in high demand. The USASP may mark and/or physically separate this property from other inventory. This purchase priority allows those agencies the first option to buy this property before it is offered for public sale.

### **B. CUSTOMER HOLD**

Agency/Institution customers may place desired property in the inventory on hold for no more than five working days to allow time to arrange financing, transportation, purchase authorization, etc. This also gives agencies a priority over the public for purchasing state surplus property.

Individuals or the general public may have property held that they have purchased for later pick-up, only with the approval of USASP manager.

## **III. PROCEDURES**

### **A. USASP HOLD**

State surplus property, that is unique, and/or in high demand and in limited supply may be held for sale to tax supported and non-profit health and educational entities at the discretion of the USASP manager. Qualifying agencies are encouraged to take advantage of the priority purchase as soon as possible. When property meeting the above description becomes available, the USASP will mark and/or physically separate it for priority sale to government agencies. USASP will attempt to first satisfy the want list requests with this property. Afterwards, any eligible agency may purchase the property on a first-come, first-serve basis.

<p align="center"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p align="center"><b>POLICIES AND PROCEDURES</b></p>	Ref:	Page
	SP-10-02.00	1 of 2
	Effective Date:	Revision Date: September 3, 2002
Subject: TERMS OF SALE		

### **III. PROCEDURES**

#### **B. CUSTOMER HOLD**

If, when shopping at the USASP, an eligible agency/institution identifies property that it intends to purchase, the property may be placed on hold to allow time to pick it up, obtain purchase authority, etc. If that property is not picked up within the 5 working day period, the hold will be removed and the property may be offered for sale to other customers.

Note: Exceptions to the above policy may be made by the USASP Manager.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-10-03.00	1 of 1
	Effective Date:	Revision Date: September 3, 2002
Subject: THE WANT LIST		

## **I. PURPOSE**

To define the policy for requesting needed and desired property not currently on hand at the Agency for Surplus Property (USASP).

## **II. BACKGROUND**

Property that is needed but not currently available through the USASP may be requested and carried on a formal "WANT-LIST" to assist the Government agency(s) in obtaining the desired and needed property.

## **III. POLICY AND PROCEDURES**

Government Agencies can mail/email written requests, call in requests or fill out a want list request form on the surplus web-page or when visiting the USASP facility. Want list requests will be reviewed for incoming property for up to three-months, after which Want Requests will be purged from the listing. Agencies/customers may re-submit want requests for the same item(s) upon list expiration. When an item requested on the want list becomes available, a phone call or other means will be utilized in an effort to contact each person with the information as provided. The USASP reserves the right to go to the next requesting agency/customer in order if a timely response is not received.

<b>DEPARTMENT OF ADMINISTRATIVE SERVICES</b> <b>Division of Fleet &amp; Surplus Services</b> <b>Utah State Agency for Surplus Property</b>  POLICIES AND PROCEDURES	Ref:  SP-10-04.00	Page  1 of 3
	Effective Date: *	Revision Date: September 3, 2002
Subject: RELATED PARTY SALES		

## **I. PURPOSE**

To establish policy and procedures for the disposition of state surplus property to “RELATED PARTIES”.

## **II. BACKGROUND**

A conflict of interest may exist or appear to exist when a “related” employee or otherwise “related party” attempts to purchase surplus property or is the recipient of transferred property. The USASP has a duty to the public to insure that surplus property is disposed of for a fair price, in an independent and ethical manner, and that the property has not been misrepresented when related parties are disclosed or discovered.

## **III. POLICY**

If the recommended purchaser has been disclosed and/or is determined to be a “related party”, the USASP will employ certain additional procedures to help insure ethical disposal of the property as referred to in section IV of this policy.

A related party is defined as someone who may fit into any of the following categories:

1. Has purchasing authority regarding repairs/parts for the surplus property.
2. Has authority regarding or performs maintenance of the surplus property.
3. Has signature authority regarding the disposition of surplus property.
4. Has authority regarding the recommended disposition price of surplus property.
5. Has access to or is privy to any possible insider or other related information that may result in a lack of independence in relation to the property.



<p align="center"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p align="center"><b>POLICIES AND PROCEDURES</b></p>	Ref:	Page
	SP-10-04.00	2 of 3
	Effective Date: *	Revision Date: September 3, 2002
Subject: RELATED PARTY SALES		

### **III. POLICY**

6. Is a relative of an employee of the owning agency. This includes any member of the employee's immediate household and also includes parents, grandparents, in-laws, brothers, sisters, aunts, uncles, children or "step" relations of any of the above.
7. Is perceived to be a related party using any and all other criteria which would tend to prohibit the prospective purchaser from being completely independent regarding the sale of surplus property.
8. The Department of Administrative Services policy prohibits any State employee from buying an item that was sent to Surplus Property by the employee's agency until after the item has been at Surplus Property for a period of 30 days. After 30 days, you may purchase an item sent from your agency. This policy applies to all state employees. However, any state employee may purchase an item immediately if the item was sent to Surplus Property by any other agency than his or her own. The purpose of this policy is to ensure that unethical acts or acts of fraud, waste or abuse are eliminated to the extent possible.

### **IV. PROCEDURES**

Owning state agencies must list any recommended purchasers or property transfer recipient on the standard form SP-1 and specify all related family or related individual that may benefit from this sale or transaction.

When a prospective purchaser or property transfer recipient is discovered to be a "related party" purchaser, the USASP will employ one of the following methods to insure independent, ethical and proper disposition of the property.

1. The USASP may require authorization and justification from the Department/Division/Agency/Section Head or Deputy (when the potential purchaser is not the Department/Division/Agency/Section Head or Deputy prior to selling the property to the "related party". Otherwise, a higher approval would be sought. In this case, the applicable official should consider any internal maintenance or other records regarding the property and discuss such prior to approval. The discussion should also include a specific evaluation of pricing regarding the property and whether the approving official considers the sale to have a conflict of interest or lack of integrity.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-10-04.00	3 of 3
	Effective Date:	Revision Date: September 3, 2002
Subject: RELATED PARTY SALES		

#### **IV. PROCEDURES**

2. The USASP may choose to hold the property for sale on the next upcoming or may hold a specially advertised Surplus Auction. The prospective buyer must then compete against other bidders.
3. The USASP may choose to hold a sealed bid or employ some other appropriate method of sale regarding the property.
4. The USASP may choose not to sell the property to the related party under any circumstances if the relationship is considered to be of such a nature that independence and ethical considerations may not be compensated for through other means.
5. The USASP may employ some other method to compensate for a lack of independence in a related party transaction. The particular method employed will be documented.

Note: In all cases where a related party transaction is discovered, the Manager of USASP has final approval over the transaction.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-11.01.00	1 of 1
	Effective Date: *	Revision Date: September 3, 2002
Subject: PAYBACKS TO SELLING AGENCIES		

## **I. PURPOSE**

To define the policy for reimbursing user agencies for the sale of their surplus property.

## **II. BACKGROUND**

The payback (reimbursement) of sales receipts will be performed annually. All cost and proceeds from the disposition of surplus property will be held in account until the close of the current fiscal year. At which time USASP operating expenses will be reconciled and the remaining net gain will be refunded. Each agency will receive a refund equal to its pro-rata share of the surplus property processed Through USASP.

## **III. POLICY AND PROCEDURES**

When surplus property is sold during the current fiscal year, the USASP, as part of the year-end accounting process, will generate payback IDT's to selling agencies except for non-state clients. These IAT's will be processed directly with the Division of Finance usually in the month following year-end closing. A "processed" copy of the IAT will be forwarded to the user agency accounting section. Detailed information (Sales Distribution Document) including a description of the item(s) sold, and the sales price will continue to be distributed monthly to the user agency.

1. No service fees charged directly to agency for any services performed by USASP
2. No monthly paybacks to agency
3. Payback will be accomplished on an annual schedule only to participating agency
4. Annual payback will be less USASP operating expenses including any negative retained earnings
5. Annual Payback will take place upon close of the Fiscal Year, after all USASP expenses have been identified and verified.
6. New rate do not apply to vehicle sales or seized property
7. Non-state clients, and exempted state agencies [seized property] will continue to receive their paybacks on a monthly basis

The service and handling charges assessed by the USASP are those approved by the Internal Service Fund Rate Setting Review Committee.

NOTE: For accounting practices, refer to the State of Utah Accounting Policies and Procedures Manual.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;"><b>POLICIES AND PROCEDURES</b></p>	Ref:	Page
	SP-11-01.01	1 of 1
	Effective Date:	Revision Date: September 3, 2002
Subject: GENERAL RATE STRUCTURE		

## **I. PURPOSE**

To establish the rate structure by which the Agency for Surplus Property (USASP) obtains the necessary revenues to cover its cost of operations.

## **II. BACKGROUND**

The USASP, as an Internal Service Fund, is not funded by appropriation. A service and handling charge (S&H) is assessed on surplus property sales and services as authorized by law to cover the cost of operations. Service rates will be charged for equipment use and/or labor for work performed in conjunction with all surplus (SP-1) transactions.

## **III. POLICY AND PROCEDURES**

(See approved rates on the Internal Service Fund web page: <http://.rates.state.ut.us>)

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;"><b>POLICIES AND PROCEDURES</b></p>	Ref:	Page
	SP-12-01.00	1 of 1
	Effective Date:	Revision Date: September 3, 2002
Subject: PROCESSING SPECIAL CLASS SURPLUS PROPERTY		

## **I. PURPOSE**

To establish and define the policy for processing special class surplus property.

## **II. BACKGROUND**

Occasionally, surplus property of a unique or special nature is processed. It may include high value or unusual items not handled in the normal manner. Such property may never be physically brought in to the Agency for Surplus Property (USASP). Special class, for example, might include an airplane, a boat, or animals. These items may deserve some specialized disposal or handling procedures based on their size, unique nature or high value. In transactions of this type, the USASP Manager may determine a special service and handling charge with recommendations from the owning agency director.

## **III. POLICY AND PROCEDURES**

USASP will coordinate with the selling and/or purchasing agency, as appropriate, the disposition and acquisition of special class surplus property. USASP manager may negotiate service and handling charges different from those specified in the "General Rate Schedule". Agencies requesting special class surplus property consideration should so request on the properly completed form SP-1. The request will be forwarded to the USASP manager with the specific details. The Manager will evaluate the request and coordinate with the owning agency.

NOTE: For accounting practices, refer to the State of Utah Accounting Policies and Procedures Manual.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:  SP-12-02.00	Page  1 of 3
	Effective Date:	Revision Date: September 3, 2002
Subject: DISPOSAL OF SURPLUS COMPUTER/INFORMATION TECHNOLOGY EQUIPMENT		

## **I. PURPOSE**

To define the policy for proper disposal of information technology equipment (I.T.)

## **II. BACKGROUND**

Information technology equipment that is surplus by the using agency, may have productive utility with another agency. The retail value of used equipment is often low due to many factors, primarily the availability of new equipment at lower cost. Therefore, the value of the surplus I.T. equipment is measured in terms of usefulness may be greater than the market value in terms of resale. Also, legislation was passed allowing agencies to transfer I.T. equipment directly to public institutions such as libraries and schools, upon written approval from USASP. In addition, USASP may transfer surplus I.T. equipment to Utah Correctional Industries (UCI) to support the computer for schools program.

## **III. POLICY**

Disposal of all surplus I.T. equipment must be documented through USASP, regardless of whether it is transferred to a public institution or disposed of by established surplus practices.

## **IV. PROCEDURES**

- A. Form SP-1. A standard form SP-1 should be submitted immediately when it is determined the equipment is surplus. An SP-1 is required for all trade-ins and transfers between Departments or to public institution whether or not any value is exchanged. An SP-1 is not required when equipment is transferred between agencies within the same Department.

The USASP should be notified of the surplus property on an SP-1 as far in advance as is reasonably possible. The owning agency should list any potential and/or recommended purchasers with other applicable comments either in the body of form SP-1 or by attaching a memorandum of request to purchase from the potential buyer.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:  SP-12-02.00	Page  2 of 3
	Effective Date:	Revision Date: September 3, 2002
Subject: DISPOSAL OF SURPLUS COMPUTER/INFORMATION TECHNOLOGY EQUIPMENT		

#### IV. PROCEDURES

An agency may negotiate sale of the above kinds of equipment directly with other state agencies, but may not finalize any transactions without written approval of USASP. Requested or proposed dates for property removal and/or sale should be listed.

Agencies may not arrange sales to individuals or non-state agencies. Agencies shall provide the USASP with all related information, including names of potential purchasers, etc., and the USASP will solicit written "BIDS" on the equipment.

The USASP will coordinate the sale with the selling agency and employ the most efficient, timely and cost-effective method to process the property. Government agencies are allowed a purchase priority. Therefore, a sale to the public of the property may be delayed for several days or weeks.

Agencies may request, through the SP-1 process, a direct transfer of their I.T. equipment to a public institution of their choice. If that institution has received similar transfer from this or other agencies, then another institution must be selected in order to ensure equal opportunity to all public institutions. A letter of request from the potential receiving institution must be submitted with the SP-1. USASP will have final determination on all transfers.

- B. Sale on-site. Equipment covered by this policy should, if possible, remain on-site and in operation until sold to permit effective demonstration, avoid the risk of handling and movement damage, and assist in obtaining the maximum value for it.
- C. Charges. Once the best method of disposal is determined, the USASP will assess a service and handling charge based on the established rate schedule.
- D. Payment. When the property is sold, payment must be made directly to the USASP in the form of cash, cashiers check or certified funds. All checks must be made out to the State of Utah.

<b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b>  <b>POLICIES AND PROCEDURES</b>	Ref:  SP-12-02.00	Page  3 of 3
	Effective Date: *	Revision Date: September 3, 2002
Subject: DISPOSAL OF SURPLUS COMPUTER/INFORMATION TECHNOLOGY EQUIPMENT		

#### **IV. PROCEDURES**

or by Inter-Agency-Transfer (IAT). All funds from Surplus sales must flow through the USASP to enable the Division to submit its required annual report to the Legislature on gross sales and paybacks to user agencies.

Once the funds have been receipted by Surplus, a payback, less the appropriate service and handling charge, will be made at the close of the fiscal year of sale to the owner agency with an IAT.

NOTE: For accounting practices, refer to the State of Utah Accounting Policies and Procedures Manual.



<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-12-03.00	1 of 2
	Effective Date:	Revision Date: September 3, 2002
Subject: DISPOSAL OF FIREARMS		

## **I. PURPOSE**

To establish policy for the proper disposal of firearms which become surplus to an agency's needs.

## **II. BACKGROUND**

The Agency for Surplus Property (USASP) is responsible to insure ethical and legal disposal of surplus state firearms for the highest possible return to the state. The USASP will maintain a valid, current Federal Firearms License if required.

## **III. POLICY AND PROCEDURES**

In all cases, the standard form SP-1 must be completed and forwarded to the USASP before any disposal action is taken. Sale of firearms to the public by the owner agency or USASP is prohibited.

- A. Hunting and sporting weapons meeting Federal Firearms regulation may be sold only to firearm dealers licensed by the Federal Bureau of Alcohol, Tobacco and Firearms (ATF).
- B. Handguns may not be sold to firearm dealers. Handguns not traded-in on new handguns will either be transferred to the Utah State Public Safety Crime Lab for their scientific use or be destroyed by USASP.
- C. A Peace Officer retiring from state service may, upon certain conditions, retain his service firearm.
  - (1) A retiring officer may be authorized to purchase his service firearm at one-half its replacement cost. The replacement cost shall be determined by the most recent state purchase order or other appropriate documentation for the specified firearm and a copy of the documentation shall accompany the completed form SP-1. USASP has final cost determination if documentation is not submitted with form.
  - (2) Proof of retirement must be submitted to USASP before weapon will be released.
  - (3) The retiring officer must provide a certification on agency letterhead, signed by the division senior officer, stating that the officer will use the firearm in official duties, and that a records check reveals that the retiring officer has no convictions for misdemeanor crimes of domestic violence. Otherwise, the retiring officer is required to complete a form 4473 or undergo a NICS check.

<b>DEPARTMENT OF ADMINISTRATIVE SERVICES</b> <b>Division of Fleet &amp; Surplus Services</b> <b>Utah State Agency for Surplus Property</b>  POLICIES AND PROCEDURES	Ref:	Page
	SP-12-03.00	2 of 2
	Effective Date:	Revision Date: September 3, 2002
Subject: DISPOSAL OF FIREARMS		

### III. POLICY AND PROCEDURES

- D. To the Firearms Dealers. Sale would be by auction, sealed bid.
- E. Destruction. As a last resort, the weapons will be rendered inoperable and disposed as scrap metal/parts. In either case, serialized parts must be totally destroyed.

NOTE: For accounting practices, refer to the State of Utah Accounting and Procedures Manual.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:  SP-12-04.00	Page  1 of 1
	Effective Date:	Revision Date: September 3, 2002
Subject: DISPOSAL OF HAZARDOUS WASTE		

## **I. PURPOSE**

To establish a policy for disposal of hazardous waste.

## **II. BACKGROUND**

Certain types of equipment, fluids, chemicals, residue and other property may be considered hazardous to the health of the general public if not properly handled. The Agency for Surplus Property (USASP) is not trained, equipped or licensed to process hazardous waste.

There are two general classifications of hazardous waste controlled by the Utah State Department of Health.

### **1. Solid and Hazardous Waste**

The generation, storage and disposal of solid and hazardous waste is regulated by the State Department of Health Bureau of Solid and Hazardous Waste. Any State agency generating such waste must obtain licenser for the generation and storage of the waste from the Bureau of Solid and Hazardous Waste. The disposal of such waste must be performed by a private contractor approved by the Bureau of Solid and Hazardous Waste.

### **2. Radioactive Waste**

The generation, storage and disposal of radioactive waste is regulated by the State Department of Health, Bureau of Radioactive Waste. Any agency expecting to generate radioactive waste must obtain prior approval and licenser through the Bureau of Radioactive Waste.

## **III. POLICY AND PROCEDURES**

The USASP will not receive, store, handle or process hazardous waste. Disposal of such waste must be accomplished by an authorized contractor who is licensed and regulated by the Bureau of Radioactive Waste. Any agency discovering or suspecting that either type of waste exists at its facility must immediately contact the Utah State Department of Health. The Department of Health will advise of the appropriate steps for identifying and disposing of such waste in accordance with existing regulations.

Disposal of hazardous waste does not require a form SP-1.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:  SP-12-05.00	Page  1 of 3
	Effective Date:	Revision Date: September 3, 2002
Subject: OUTSOURCING OF STATE VEHICLES		

## **I. PURPOSE**

To establish guidance for disposal of State vehicles and Heavy Equipment through contract outsourcing.

## **III. BACKGROUND**

The Utah State Agency for Surplus Property (USASP) operates a disposal service for surplus state vehicles, which are sold in an effort to supplement State replacement cost. In the past, USASP operated a retail sales outlet prior to holding an on-site auction. In the calendar year 1999, USASP embarked on a pilot program to evaluate the possibility of outsourcing vehicle sales and auctions. The pilot program was conducted in conjunction with a private auction business, located in the greater Salt Lake area. This pilot program allowed USASP to establish state policies, procedures and rules governing the outsourcing of vehicle sales and auctions.

## **III. POLICY AND PROCEDURES**

### Utah State Agency for Surplus Property

1. The state shall consign property, including vehicles and heavy equipment, to the contractor.
2. The State Agency for Surplus Property reserves the right to conduct, manage and operate State auctions and retail sales through Utah State e-commerce abetment outside of this contract, disallowing any compensation to the contractor for services not performed by the contractor.
3. The State may establish a reserve value on certain items prior to auction.
4. All vehicle ownership titles are stored by USASP in a secure location and released only upon sale of the vehicle.
5. Vehicle retail sale price is established by USASP, per the NADA book. All factors are considered when establishing sale price. Once price is established, only the USASP manager is authorized to make changes. The manager authorizing signature/document must be included with transaction record.
6. Intransit Permits (Form TC-408) are issued for passenger vehicles leaving Utah. USASP will document: person/firm/agency name, name of insurance company/policy number, vehicle VIN, year, make, model and signature of driver. Verification of insurance is not required. Only one permit per vehicle will be issued.

<b>DEPARTMENT OF ADMINISTRATIVE SERVICES</b> <b>Division of Fleet &amp; Surplus Services</b> <b>Utah State Agency for Surplus Property</b>  <b>POLICIES AND PROCEDURES</b>	Ref:	Page
	SP-12-05.00	2 of 3
	Effective Date:	Revision Date: September 3, 2002
Subject: OUTSOURCING OF STATE VEHICLES		

State Contractor

1. The State Contractor will be professional, licensed, bonded and insured auctioneer to conduct public auctions and retail sale for State.
2. The State Contractor will provide start-to-finish services in conjunction with USASP. The contractor will provide all the necessary space, equipment, material, supervision and personnel to accomplish retail sales and professional auctioning services.
3. The contractor shall be required to conduct at least four auctions per calendar year in the Wasatch Front area. Auctions shall occur at locations other than State facilities.
4. The contractor must have a means to accept non-vehicular property on an as required basis.
5. It may be required of the contractor to occasionally tow disabled vehicles from within the Wasatch Front area to the contractor location. If this should occur, the contractor may deduct the cost of towing from the vehicle sale.
6. Contractor shall display all surplus vehicles for retail sales for no less than thirty days prior to auction at the price established by the state agency in coordination with the contractor.
7. The State reserves the right to withdraw vehicles at any time prior to auction to fulfill other State requirements.
8. Contractor shall be responsible for all cost to prepare surplus items for sale and auction.
9. Contractor shall bear or collect all applicable sale taxes and fees from the buyer, and shall comply with all state, federal and local laws and regulations as they pertain to sales. When required, contractor will hold any applicable licenses for selling certain types of property.
10. Employees, officers and agents of the contractor shall not be authorized to bid on State vehicles.
11. Contractor shall be required to maintain a current active bidder list and to notify the bidders with Utah addresses, of any auctions containing items from the state. Acceptable forms of notification include U.S. mail, e-mail, fax or telephone.
12. Contractor shall be required to provide the following records within five working days subsequent to auction, to ensure receipt and disposition of all the items sold for the State of Utah:
  - (a) Detailed consignment sales recap sheet, containing description, state control number, and complete vehicle identification number, sales price, auctioneer commission, and reimbursement to State and bidder number.
  - (b) Complete bidder list including name, address and assigned bidder number.
  - (c) Clerking sheets produced during an auction, which record the item, sale price and buyer's bidder number.
  - (d) Evidence of advertising for auctions, which include state surplus items, valued at \$1,000.00 or more.

<b>DEPARTMENT OF ADMINISTRATIVE SERVICES</b> <b>Division of Fleet &amp; Surplus Services</b> <b>Utah State Agency for Surplus Property</b>  POLICIES AND PROCEDURES	Ref:  SP-12-05.00	Page  3 of 3
	Effective Date:	Revision Date: September 3, 2002
Subject: OUTSOURCING OF STATE VEHICLES		

State Contractor

13. Books, records, documents and accounting procedures and practices of the contractor, relevant to the services provided for the State shall be subject to inspection, examination and audit by the State.
14. The State of Utah requires that the contractor provide proof of payment of any subcontractors used to perform duties for the state under contractor's contract.
15. Contractor shall provide a rate schedule detailing the fees that will be charged to the buyer and/or seller of state surplus items.
16. Payments are to be paid in full, for surplus items sold or auctioned, by bankable funds. i.e. cashiers check or business check. Payments shall be made to the State of Utah no more than five working days after the completion of the auction.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-12-06.00	1 of 13
	Effective Date: *	Revision Date: September 3, 2002
Subject: USASP PERSONNEL GUIDELINES		

## **I. PURPOSE**

To establish guidance for employee conduct and responsibilities.

## **II. BACKGROUND**

Specific USASP guidelines and agency requirements are provided for personnel use. These guidelines may be used in determining personnel performance and adherence to division policy. If USASP policies are determined to be in conflict with other state and federal laws or rules, the state or federal laws, rules or regulations shall prevail.

## **III. POLICY AND PROCEDURES**

### **a. General Operating Policy**

#### Operating Hours

The Agency must be staffed during normal business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

The Agency is open to the general public during the following times:

Monday through Friday 8:00 a.m. – 5:00 p.m.

Subject to temporary changes to adjust for special events or seasonal sales programs.

#### Care of Property

Specific care is to be taken when loading, receiving and shelving property to avoid damaging items. When transporting electronic equipment in wet weather, the equipment should be covered to prevent water damage.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:  SP-12-06.00	Page  2 of 13
	Effective Date: *	Revision Date: September 3, 2002
Subject: USASP PERSONNEL GUIDELINES		

### **Check Out Policy**

All customers must be checked out by an Agency employee. All invoices are to be double-checked for the right allocation/inventory numbers and prices by the person checking out the customer, insuring that property and paperwork match prior to opening the automatic gate and/or allowing the customer to leave the Agency.

### **Payback Policy and Service Charge**

Barring any unforeseen problems, paybacks will generally be made annually in conjunction with the year-end close process.

The specific payback rates will be applied in accordance with the current published rates.

### **Hold Policy**

Property may be held for governmental agencies and for private purchasers when approved by the agency manager.

NO down payments or promises/guarantees can be made on property.

### **Receiving Areas**

Receiving areas are restricted to customers unless accompanied by a member of the Agency staff.

### **Warranty Policy**

Property is sold as is, where is, with NO warranty of any kind. Refunds, credits or exchanges are not given on Federal or State property unless approved by the Manager.



<p align="center"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p align="center"><b>POLICIES AND PROCEDURES</b></p>	Ref:	Page
	SP-12-06.00	3 of 13
	Effective Date:	Revision Date: September 3, 2002
Subject: USASP PERSONNEL GUIDELINES		

### **Agency Use Property**

Whenever it is determined that “surplus” property is needed for Agency use, the request must be approved by the Manager. The State or Federal representative must write up a Distribution Document or a State Sales Invoice for the property including appropriate descriptions, inventory numbers, etc. Also, for Federal Property, approval from GSA will be applied for by the Property Utilization Officer.

- a. State Property: The property must be transferred or purchased for a reasonable price.
- b. Federal Property: No charge should be made when obtaining Federal Property for agency use. Federal property requests require approval from GSA prior to actual use of the property.

Once the property has been written up for “Agency Use” and approved, the property may be used for Agency purposes. A copy of the invoice will be provided to the federal compliance officer for tracking purposes.

NOTE: WHENEVER AN ITEM FROM THE “AGENCY ASSET INVENTORY” IS SOLD, A FORM SP-1 MUST BE PROPERLY COMPLETED AND AUTHORIZED. ONCE APPROVED AND COMPLETED, A COPY OF THE FORMS MUST BE SUBMITTED TO THE DESIGNEE WHOM SHALL INSURE THE ITEM(S) IS REMOVED FROM THE “AGENCY ASSET INVENTORY”.

### **Agency Inventory**

Any property that is obtained for Agency use shall be acquired and disposed of as per agency policy. All Agency use items shall be placed into a database that includes item description, quantity, area, person responsible, and invoice or distribution document number if obtained from the State or Federal surplus property program. This database will be maintained and updated as necessary. An audit by Agency staff will be done on an annual, or as needed basis. Agency inventory will not be allowed to be used for personal use.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-12-06.00	4 of 13
	Effective Date:	Revision Date: September 3, 2002
Subject: USASP PERSONNEL GUIDELINES		

### **Maintenance Schedule for Agency Equipment**

A schedule will be kept on all equipment used by the Agency that requires regular maintenance and special repairs. These will be recorded in a log that will include the date, frequency, vendor, costs, etc. This will allow the Agency to monitor repairs and increase the operational life of the equipment. This log will be maintained under the direction of the Manager. The Manager or their designee will also schedule preventative maintenance for the equipment according to manufacturer's guidelines. However, it is the staff member's responsibility operating the equipment to inform them of any breakdowns and to coordinate any repairs in a timely manner. Any cost of repairs must follow Division of Purchasing guidelines and be approved by the Agency Manager or their designee in advance.

#### **b. State Operations**

### **Vehicle Pricing and Retention Policy**

All vehicles sold directly by USASP will be priced under the direction of the Manager or designee. The following steps will be considered in pricing vehicles:

1. Consultation with Agencies
2. Proper visual inspection of the general condition of the vehicle
3. Evaluation of written condition statements
4. Current NADA book price comparisons
5. Consideration of current market conditions
6. Past Sales Experience

During the sale period, every effort will be made to sell the vehicles at the best price possible by whatever means that seems appropriate. Generally, those means might include:

1. General lot sales
2. Sealed bid auction
3. Internet sales
4. Outsourcing to private auction contractor

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-12-06.00	5 of 13
	Effective Date:	Revision Date: September 3, 2002
Subject: USASP PERSONNEL GUIDELINES		

### **Vehicle Sales and Negotiations**

When negotiating prices on vehicles, it was determined that the below rule of thumb should be applied when working with customers. However, this rule of thumb may be unrealistic based on the condition of the vehicle, the current market conditions, the quantity and like kind of vehicles, etc. Only the Manager can authorize discounts below the following rate schedule, and his/her approval should be documented by signing the sales invoice.

### **Control of Title's**

All titles must be stored in a secure area. Only assigned staff should have access to these. Titles, if not already signed and notarized by the user agency, should not be signed or notarized until:

CASH SALES – CASH, CASHIER'S CHECKS, CREDIT UNION CHECKS OR A SPECIFIC LETTER OF GUARANTEE FROM THE BANK ACCOMPANIES THE PERSONAL OR BUSINESS CHECK. A PERSONAL OR BUSINESS CHECK WITH A CHECK GUARANTEE CARD AND DRIVERS LICENSE (OR OTHER ACCEPTABLE FORM OF IDENTIFICATION) NOT EXCEEDING \$100.00 MAY BE ACCEPTED. ANY EXCEPTIONS MUST RECEIVE WRITTEN APPROVAL FROM THE MANAGER.

ACCOUNTS RECEIVABLE SALES – A FORMAL PURCHASE ORDER GENERALLY PRECEDES THE SALE FOR STATE PROPERTY. ALSO, FOR STATE AGENCIES, THE PURCHASER MUST PROVIDE FINET CODING. ANY OTHER EXCEPTIONS MUST RECEIVE WRITTEN APPROVAL FROM THE MANAGER.

AUCTIONS – TITLES SHOULD ONLY BE SIGNED OVER AND NOTARIZED ONLY IF THE CUSTOMER MEETS THE "CASH TERMS" REFERRED TO IN ITEM "A" ABOVE. THE MANAGER MAY APPROVE A PERSONAL OR BUSINESS CHECK (NORMALLY OUTSIDE THE TERMS OF THE SALE).

### **Other Property Price Negotiation and Discounts**

State property available for general sales cannot be negotiated except by the manager.

### **Transfer's between Departments**

Transfer of property between Departments may be authorized.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES</b></p> <p style="text-align: center;"><b>Division of Fleet &amp; Surplus Services</b></p> <p style="text-align: center;"><b>Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-12-06.00	6 of 13
	Effective Date:	Revision Date: September 3, 2002
Subject: USASP PERSONNEL GUIDELINES		

### Trade-In of Personal Property

Requests by state agencies to trade-in personal property for new or replacement property may be authorized. Refer to the State Surplus procedures regarding transfers.

### Return of State Surplus Property to the owning Agency

1. Request a memo documenting the reason for the return. This memo should be attached to the form SP-1 and/or the related invoice referred to below.
2. Determine if a charge should be levied the customer for effort already expended in picking up the property (if applicable). The charge would be based on the Agency's "SERVICE RATE" structure approved by the rate committee.
3. Have the customer sign a sales invoice for no charge (unless a handling fee is assessed) clearly documenting that the item(s) are being returned to the agency. The staff member and customer should both sign the invoice.
4. If the customer requests special delivery of property purchased, the Manager must approve such and a delivery charge will be levied in accordance with the Agency's "SERVICE RATE" structure referred to above. The property will be delivered at the Agency's convenience if approved. Set-up, installation or rearranging is not provided by USASP.

### Payments

NO "down payments" or "partial" payments are ever accepted for any reason.

Form and Terms of Sale are as-is/where-is. Agency personnel are not authorized to make or give any warranty whatsoever.

### Sales Tax Collection

All members of the general public customers must pay State Sales Tax on all purchases except those requiring registration with the Division of Motor Vehicles (i.e. vehicles, ATV's, boats, certain trailers, farm use items, etc.) unless they fill out a "SALES TAX EXEMPTION CERTIFICATE" and it is maintained on-file for audit purposes.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-12-06.00	7 of 13
	Effective Date:	Revision Date: September 3, 2002
Subject: USASP PERSONNEL GUIDELINES		

### Sales Tax Collection

Certain other sales tax exceptions may be made if specifically approved by an authorized official of the Utah State Tax Commission and the Director. Where special exceptions are approved, the name, comments, etc. of the Tax Commission official approving the exception must be documented on the sales invoice.

### Accounts Receivable Sales

Sale of surplus property on account should only be authorized for pre-approved schools (i.e. – approved by the Manager) and state and local government agencies. The Manager prior to invoicing or relinquishing custody of the property must approve new accounts. All State “accounts-receivable” customers must present us with a “hard copy” of a purchase order before we release custody of the property or sign over the title (in the case of vehicles, ATV’s, boats, etc.) to them unless approved in writing by the Manager. Also, the full agency name, address and phone number, as well as the individuals “printed” name and phone number (if different from above) should be listed on the billing invoice for future reference. State agencies must include current FINET coding.

## **b. Federal Program Operations**

### Federal DD Documents

A minimum sale of \$25.00 is required on all federal DD documents. Exceptions need to be approved by the Agency Manager.

All pertinent information needs to be put on DD’s for Compliance Items i.e. S/N – Model # - Mfg. Name – etc. When writing up a DD for someone other than an authorized agent as listed in the eligibility file, a copy of the letter must be attached (stapled) to each individual DD and a copy filed in the customer file.

### Federal Screening of Property

The Manager will decide how often, who, where and when the Federal Property and Utilization Officers (screeners) will screen property at the various locations nationwide. If screeners have personal business to conduct, it should be done outside the scope of trip and should NEVER be the primary reason for the trip. All personal business costs must be incurred by the employee, not the state. These trips should NEVER benefit the employee (i.e. stay an extra day out of town, attending personal events, staying overnight at relatives homes, eating at relatives homes, etc.)

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-12-06.00	8 of 13
	Effective Date:	Revision Date: September 3, 2002
Subject: USASP PERSONNEL GUIDELINES		

### Federal Surplus S&H Charges

The federal surplus property officer will base the donation fee on the federal acquisition cost (FAC). In general, the S&H charge shall reflect 20% of the FAC. Other factors to be considered when determining service charges shall include original Federal acquisition cost, screening costs, condition, desirability of property, transportation costs, repair and rehabilitation, utilization and compliance, and delivery to Donee when required.

### Federal S&H Charge for Direct Pickups

The Federal Service and Handling charge on all surplus property screened and/or picked up by a donee outside of the State of Utah will be reduced between 5% and 10% of the Federal Acquisition Cost when approved by manager.

Once USASP generates a for 123, there can be a \$50.00 charge on any property canceled by the donee.

### Fixed Price Vehicles

Fixed Price Vehicles are purchased by the Agency from the Federal Government for a pre-determined price. They will be made available to local governments and State agencies for between \$200 and \$500 above the costs associated with their purchase. The amount of the mark-up will be determined by the condition of the vehicle and its utility to the local government or State agency that might purchase it.

### **c. Agency Staff Requirements**

#### Smoking Policy

Smoking is prohibited on State Surplus Property.

#### Transporting Equipment Policy

When transporting Data Processing or other electronic equipment in wet weather, the property should be covered.

<p style="text-align: center;"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Ref:  SP-12-06.00	Page  9 of 13
	Effective Date: *	Revision Date: September 3, 2002
Subject: USASP PERSONNEL GUIDELINES		

### Employee In/Out Policy

ALL employees must sign in/out whenever leaving or returning to the Agency other than at the beginning and end of the work shift. The actual time left/returned must also be included. The sign in/out board will be located in the front office area, along with a monthly calendar for all employees to list specific meetings they will be attending or other dates they will not be at the agency.

Time Accounting: All employees not exempt from the Fair Labor Standards Act must fill out a time sheet bi-weekly. The time sheet should be filled out daily and include an accurate accounting of your time when working on STATE or FEDERAL duties. The completed time sheet should be turned in to your supervisor bi-weekly on the first working day following the end of the pay period.

### Employee Purchases

Division of Fleet Operations employees are prohibited from directly purchasing items or equipment from the Utah State Agency for Surplus Property (USASP) except through the manager with prior approval. An employee's relative may want to purchase an item from the USASP. It appears unethical if the related employee participates in the transaction in any manner. Therefore, the employee should not work with (sell property to) members of their families. This includes: parents, grandparents, brothers, sisters, aunts, uncles, or "step" of any of the aforementioned. Rather, the employee should ask the manager to work with their relative.

The manager of surplus shall document in writing, the circumstances surrounding any item sold to an employee working at the surplus property warehouse or any other person that may be viewed as having a conflict of interest, if the price of the item is reduced from the original asking price.

### Lunch/Break Policy

Lunch hours, breaks, etc. are to be followed according to most recent approved work schedule or as specified by agency management. One person should be available in the State/Federal warehouse and office areas to assist customers whenever possible. This is to insure that adequate staffing will be maintained at all times.

### Agency Vehicles

All drivers of State vehicles may have their licenses verified and checked annually. In addition, all employees that utilize state vehicles will be required to successfully pass a Division of Risk Management approved driver safety course. State vehicles are intended for official state business only. State vehicles may not be used for personal reasons.

<b>DEPARTMENT OF ADMINISTRATIVE SERVICES</b> <b>Division of Fleet &amp; Surplus Services</b> <b>Utah State Agency for Surplus Property</b>  <b>POLICIES AND PROCEDURES</b>	Ref:  SP-12-06.00	Page  10 of 13
	Effective Date: *	Revision Date: September 3, 2002
Subject: USASP PERSONNEL GUIDELINES		

### Drivers Daily Logs

There is to be a vehicle daily log kept by all vehicle operators that tracks activities pertaining to Surplus Operations.

### CDS Driver's Logs

Any staff member that has a valid CDL license may utilize the Agency's semi for state business only. Prior to each use, the driver must perform a visual inspection of the equipment for suitability and maintain a trip log that will be located in the Semi. It is imperative that this log is kept up to date with proper mileage and times.

### Safety

Safety should be considered and exercised in all aspects of employees assigned duties while at work. This includes the following considerations:

- A. Office: close desk & file draws, be cautious with extension cords, multi-plugs and heaters. Space heaters are not approved for office use.
- B. Vehicles: Obey all traffic laws, wear seat belts, properly secure cargo, forklift training and safety should be exercised and considered (keep away from forklifts when in operation).
- C. A First Aid Kit is located in the front office.
- D. Refer to the subsequent section for safety clothing and uniforms.

### Safety Clothing and Uniforms

These items will be purchased in accordance with the State of Utah purchasing rules and laws to provide added safety protection for employees.

#### Safety Shoes:

1. The Agency may provide a pair of safety shoes for it's warehouse employees as often as once every two years. There will be no cost to the employee for the initial pair replacements if necessary. If the shoes are considered to be in fair condition, it may not be necessary to replace them.
2. If the Agency supplies a pair of safety shoes for the employee, the employee must wear the shoes to work on a daily basis.
3. The Agency will supply shoes costing up to \$125.00 per pair.



<p align="center"><b>DEPARTMENT OF ADMINISTRATIVE SERVICES Division of Fleet &amp; Surplus Services Utah State Agency for Surplus Property</b></p> <p align="center">POLICIES AND PROCEDURES</p>	Ref:	Page
	SP-12-06.00	11 of 13
	Effective Date:	Revision Date: September 3, 2002
Subject: USASP PERSONNEL GUIDELINES		

### Safety Clothing and Uniforms

4. Each employee will be expected to care for the shoes in a regular and reasonable manner; i.e. polish, oil, replace shoelaces as needed, waterproof as needed, etc., in order to maintain a professional appearance.

#### Back Support:

The Agency will provide a Lumbar Back Support for it's warehouse employees. This back support is intended to provide the employees with some protection, and each employee is responsible to employ this safety equipment. Agency warehouse staff are encouraged to wear the back support whenever lifting, moving, loading or handling property in any manner that may increase stress on the lower back.

#### Gloves:

Gloves will be provided for Agency Staff to aid in protecting their hands. A pair of gloves can be purchased by the Agency for the employee as often as the old pair wears out. If gloves are provided for Agency staff, they must be worn whenever safe to do so.

#### Uniforms:

See Division of Fleet Operations Uniform Policy

### Federal Investigations

On occasion, this Agency will be required to assist Federal authorities with any investigation arising from compliance violations. It is imperative that all Surplus staff work with the appropriate Federal authorities, as per their instructions, and not willfully impede an investigation. A complete and open communication will be enforced at all times. If the Manager or fellow staff member is involved in a situation involving illegal, immoral, or unethical conduct, it shall be the responsibility of the witness to come forward and turn this person in to the proper authorities. This shall include, but not be limited to, their immediate supervisor, department head, GSA, or other local or federal law enforcement organization as it may seem appropriate at the time.

Any staff member found to be impeding an investigation or inquiry by any of the following means will be disciplined according to DHRM R477-11:

- a. Willful perjuring themselves.
- b. Displaying or witnessing unethical behavior.
- c. Destruction of documents.
- d. Performing or permitting an illegal activity at Surplus.

<b>DEPARTMENT OF ADMINISTRATIVE SERVICES</b> <b>Division of Fleet &amp; Surplus Services</b> <b>Utah State Agency for Surplus Property</b>  <b>POLICIES AND PROCEDURES</b>	Ref:	Page
	SP-12-06.00	12 of 13
	Effective Date:	Revision Date: September 3, 2002
Subject: USASP PERSONNEL GUIDELINES		

### Preparing Evidence Documentation

On occasion, this Agency will be required to assist Federal authorities with any investigation arising from compliance violations. Information provided needs to be in a transmittal document format. This entails providing a cover sheet that a layperson can understand without the benefit or knowledge of surplus property operations, policies or procedures. The purpose of this is to be able to hand any documentation to someone that is unknowledgeable about surplus “modi operandi”. This document needs to be as concise as possible and prepared by the actual person researching the information. This person also needs to prepare a cover letter explaining what was found. Signing the cover letter is an affidavit and a confirmation swearing that the preparer understands what they are submitting as evidence is factually true and correct. The Manager may also attach a cover letter on top of the preparer’s if needed.

### Previous Employee References

All Supervisors and staff are strictly prohibited from giving out employment references on previous employees unless approved by the Department Human Resources Manager. All such calls should be directed to Human Resources Manager for action.

### Fair Labor Standards

The only USASP employee exempt from the Fair Labor Standards Act is the Manager. All other employees are considered non-exempt and must account for their time on the Agency’s approved time sheet form.

Non-exempt employees must follow their assigned work schedule and not be at their assigned work station before or after their assigned work times.  
Overtime is of concern to the Federal Fair Labor Standards Board. A non-exempt employee is not allowed to work any overtime without pre-authorization from the Manager.

### Commercial Drivers License

Employees who are assigned to utilize the Agency’s semi tractor-trailer must have a Commercial Drivers License as required by the Division of Motor Vehicles. The Agency will pay the costs associated with obtaining this license. This includes the medical exam, written exam, and driving test. Prior approval must be obtained from the Manager.

<b>DEPARTMENT OF ADMINISTRATIVE SERVICES</b> <b>Division of Fleet &amp; Surplus Services</b> <b>Utah State Agency for Surplus Property</b>  <b>POLICIES AND PROCEDURES</b>	Ref:	Page
	SP-12-06.00	13 of 13
	Effective Date:	Revision Date: September 3, 2002
Subject: USASP PERSONNEL GUIDELINES		

#### Employee Termination or Transfer

Employees that are terminated or transferred or are no longer employed by this agency must return all keys, phone calling cards, gate cards, Agency credit cards, appropriate clothing, tools, etc. before receiving their final paycheck. There will be no exceptions.

#### Americans With Disabilities Act

The Agency will follow the Department of Human Resources Rules and Federal Regulations regarding the non-discrimination of individuals with disabilities. In summary, the law states that individuals with a disability will have the same access to goods and services as those without disabilities.

Therefore, those persons with disabilities that visit our facilities will be afforded the same accessibility to surplus property provided to other members of the general public. There will be no exceptions.

#### Government Records Access Management Act

Information regarding the daily transactions of the Agency will be provided under the guidelines of the Government Records Access Management Act. Persons requesting information must do so in writing. The service charge for this is dependent upon the information requested and will be dealt with on a case-by-case basis in conjunction with the Agency's service rates. All information must be provided to the requesting person within one week of receipt of request with content reviewed and approved by the Manager.

No information regarding Federal Compliance cases or any other potentially sensitive situations may be provided to anyone without the written authorization of the Manager. This does not include information provided to customers regarding daily sales activities.